



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

PAYROLL TECHNICIAN / VOUCHER EXAMINER
(Financial Management Office)

SOLICITATION No. 12-024
OPENING DATE: June 7, 2012
CLOSING DATE: June 28, 2012
MARKET VALUE: FSN-08 (USD 26,735 – USD 40,103 basic salary p.a.)

POSITION GRADE: Full performance grade level for this position is: FSN-08. A training grade level, below FSN-08, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION

The Payroll Technician / Voucher Examiner position is located in the Financial Management Office. The primary purpose of this position is to manage the payroll for all USAID/Iraq employees. The secondary purpose of this position is to examine and process administrative approval for vouchers and invoices, OE purchase orders (generally for equipment and supplies), travel vouchers, and recurring obligations (specifically telephone bills). The incumbent deals with many different and unrelated processes and methods that are applied to a broad range of activities and substantial depth of analysis, like examining moderately difficult and complex international travel vouchers to ensure conformance with terms of the original contract or authorization.

DUTIES AND RESPONSIBILITIES

A. PAYROLL (65%)

Responsible for managing the payroll for 5 categories of employees – USDH, USPSC, TCN and FSN; local hire and TDYers ensuring that relevant entitlements and differentials are paid accurately and in accordance with USG regulations and the Iraq Service Recognition Package, that payroll dates are met without fail and at the same time guaranteeing integrity in data and reporting.

USDH/USPSC PAYROLL

On a bi-weekly basis, coordinates the payroll cycle ensuring all US Direct Hire and USPSC personnel enter their Time and Attendance (T&A) into webTA adhering to deadlines. Reviews T&A records for accuracy taking into account their whereabouts and status at all times. When data is verified, advises supervisors to certify the record. Ensures the data for employees not at Post are registered to the system, timely and accurately. Prepares the Special and Post differential memos for NFC Pay action on a bi-weekly basis and distributes the computations to employees once the processing is finalized. Liaises with NFC Pay; in the event of discrepancies, provides information and/or documentation needed by NFC Pay to clarify and resolve issues between leave and or various entitlements. Maintains a reconciliation worksheet of administrative leave which webTA is unable to execute. Coordinates the transfer of new arrivals and/or departing post employees' payroll data with other Missions' timekeepers and ensure the smooth and continued timely processing of their salaries. Maintains up to date employees' records in order to monitor their allowances and benefits to meet the

conditions stipulated by the Iraq Service Recognition Package; for instance, “Boots on the Ground” reconciliation. Prepares Pay Cap analysis and coordinates a timely payment of rollover amounts with Washington.

TCN PAYROLL (including FSN TDYs)

On a bi-weekly basis coordinates the preparation and submission of timesheets and computations to the relevant paying office. Reviews all timesheets submitted to ensure accuracy of reporting and that all leave or premium pay is supported by approved documentation. Maintains individual reconciliation worksheet on administrative, annual and sick leave for each employee. Periodically provides copy of the reconciliation worksheet to employees and seeks each employee’s feedback if not in agreement. Ensures that all payroll issues are investigated and resolved in a timely manner. Distributes the Statements of Earnings and Leave (SEL) to employees.

FSN PAYROLL

Processes FSN payroll using WinTA. Reviews the timesheets to ensure that hours worked are reported accurately, that all leave and premium pay are supported with required evidence, and the documents bear relevant authorized approval. On a bi-weekly basis, using the WinTA software, prepares and submits the payroll reports to USDO, Bangkok for processing. Serves as the Point of Contact for any issues or concerns that may arise from the payroll process.

B. SEPARATE MAINTENANCE ALLOWANCE (SMA) (15%)

Responsible for issuing SMA payment vouchers on a monthly basis for entitled USDH, USPSC and TCN employees.

Prior to payments being made ensures that the Foreign Allowances Application form (SF-1190) is completed, approved and supported with relevant documentation and certificates. On a monthly basis, reviews each SMA form making sure that the number of dependents claimed each month is consistent with what was approved and funded for on the SF-1190. Prepares the SMA payment vouchers and submits them to the paying office. Maintains up-to-date SMA files in order to establish an audit trail.

C. VOUCHER PROCESSING (20%)

ADMINISTRATIVE VOUCHERS (5 percent)

Reviews a considerable variety of average to complex administrative invoices and vouchers to ensure conformance with the terms of the original purchase order, contract, lease, and/or other authorizing obligating document. The type of transactions and vouchers examined include payments to international organizations, direct contracts with commercial organizations, purchase orders to vendors in several countries, credit cards payments, and purchase requests or orders to US vendors in support of USAID activities in Iraq. Additionally, initiates follow-up action with authorized approving officers to obtain administrative approval, corrections in documentation or clarification of invoices. Obtains approving officers’ signatures for good and services received or the receiving reports, as necessary. Verifies all computations on invoices and supporting documentation for accuracy.

TRAVEL VOUCHERS (5 percent)

Reviews the most complex international travel vouchers, including reassignment and change of station, for correctness, and verifies that they conform with the terms of the travel authorizations and regulations regarding routings, per diem, use of proper commercial facilities, weight limitations on accompanying baggage, and USAID/Iraq specifics prior to submitting the vouchers to the payment office. Prepares hypothetical travel itinerary when traveler deviates from authorized routing, and inform traveller of any discrepancy and disallowance on the travel claim. Advises employees of allowable items in connection with various travel and reassignment orders,

MONITORS STATUS OF PAYMENTS (5 percent)

Schedules vouchers for the Controller's certification and payment to include all banking data for check payments and electronic funds transfers. Monitors the outstanding vouchers to ensure timely and prompt payment.

OTHER TASKS (5 percent)

Scans and submits through ASIST to the payment office all approved vouchers. Files the hard copies of the vouchers according to FMO approved filing convention. Serves as backup voucher examiner when the payment office in USAID/Egypt is closed and when the USAID/Iraq voucher examiner is on leave. Performs duties of other FM staff while they are on leave and other duties as assigned by the Controller.

REQUIRED QUALIFICATIONS

a. Education (15 points):

Completion of secondary school is required; post-secondary training in business administration, finance or Commercial subjects is desirable.

b. Prior Work Experience (30 points):

A minimum of three to five years of progressively responsible experience in general administrative functions, voucher examination, payment processing, or accounting is required.

c. Language Proficiency (20 points):

Level IV (Fluent) English is required. Fluency in Arabic is required.

d. Knowledge (15 points):

A good working knowledge of data processing methods and procedures as applied to payroll operations is required. Must possess a good working knowledge of the Financial Management System, including its accounting data base, the organization, functions, and work flow. Must have a good understanding of the concept of need to establish controls over disbursements for goods and services purchased on the open market, and the use of printed guidance material which specifies particular procedural guards against errors or fraud. General understanding of host country tax law is required is also required.

e. Abilities and Skills (20 points):

Must have the ability to analyze numerous accounting records and determine the need for adjustments, to record, reconcile, and balance accounts. The incumbent must possess and exercise superb interpersonal skills to maintain the expected level of customer service while interacting with stakeholders, to clearly present the criteria for payment disallowances and the documentation requirements to comply with maintenance of financial record and reporting requirements. Computer skills with application of spreadsheet (excel), Access, power point, and word processing is required.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- 1- Most recent Curriculum vitae or resume;

- 2- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 4- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov